

# Back to Basics: EDI Data Entry

2018 Data Coordinators' Conference

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# Overview

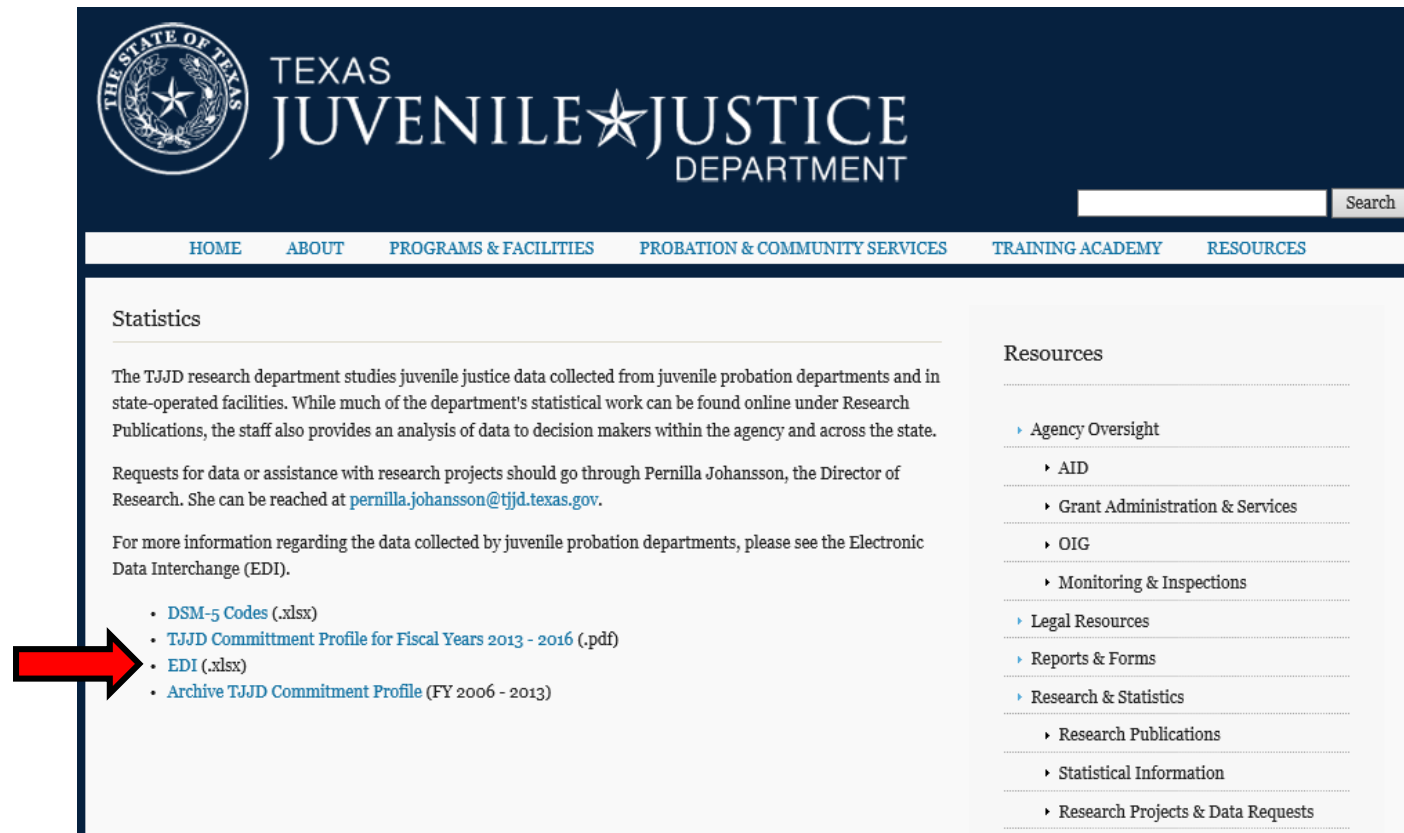
- Electronic Data Interchange (EDI)
- Monthly EDI Extract
- EDI Data Audits
- Scenarios: Common EDI Data Entry Errors
- Best Practice Tips for EDI Data Entry

# Electronic Data Interchange (EDI)

- Document developed by the Texas Juvenile Justice Department (TJJD) outlining the data fields and file structures that each juvenile probation department is required to follow in submitting the monthly extract to TJJD.
- Applies to case management systems from all juvenile probation departments in Texas.

# Where can I find the EDI?

<http://www.tjjd.texas.gov/statistics/statisticsdetail.aspx>



The screenshot shows the Texas Juvenile Justice Department website. The header includes the state seal and the department name. A navigation bar contains links to HOME, ABOUT, PROGRAMS & FACILITIES, PROBATION & COMMUNITY SERVICES, TRAINING ACADEMY, and RESOURCES. The main content area is titled 'Statistics' and contains a paragraph about the research department's work, contact information for Pernilla Johansson, and a link to the Electronic Data Interchange (EDI). A list of resources is provided, including DSM-5 Codes, TJJJD Commitment Profile for Fiscal Years 2013 - 2016, EDI (.xlsx), and Archive TJJJD Commitment Profile (FY 2006 - 2013). A red arrow points to the 'EDI (.xlsx)' link.

**Statistics**

The TJJD research department studies juvenile justice data collected from juvenile probation departments and in state-operated facilities. While much of the department's statistical work can be found online under Research Publications, the staff also provides an analysis of data to decision makers within the agency and across the state.

Requests for data or assistance with research projects should go through Pernilla Johansson, the Director of Research. She can be reached at [pernilla.johansson@tjjd.texas.gov](mailto:pernilla.johansson@tjjd.texas.gov).

For more information regarding the data collected by juvenile probation departments, please see the Electronic Data Interchange (EDI).

- [DSM-5 Codes \(.xlsx\)](#)
- [TJJJD Commitment Profile for Fiscal Years 2013 - 2016 \(.pdf\)](#)
- [EDI \(.xlsx\)](#)
- [Archive TJJJD Commitment Profile \(FY 2006 - 2013\)](#)

**Resources**

- Agency Oversight
  - AID
  - Grant Administration & Services
  - OIG
  - Monitoring & Inspections
- Legal Resources
- Reports & Forms
- Research & Statistics
  - Research Publications
  - Statistical Information
  - Research Projects & Data Requests

# Monthly EDI Extract

- An automated process to extract and submit data entered or modified from the department's case management system to TJJD.
- Only data fields specified in the EDI are submitted to TJJD through the monthly extract.
- Departments are required to submit EDI extract data on or before the 10<sup>th</sup> of each month.

# 37 TAC 341

## **§341.602 TJJD EDI Extract**

Effective Date: 1/1/17

- (a) The TJJD EDI Extract must be sent to TJJD electronically.
- (b) The extract is due to TJJD no later than the tenth calendar day of each month following the reporting period.
- (c) The TJJD EDI Extract data must include all data fields required by the [EDI Specifications](#).
- (d) TJJD staff must discuss any proposed changes to the specifications with juvenile probation departments' designated representatives before making substantive changes to the specifications.

[http://www.tjjd.texas.gov/publications/Standards/Chapter\\_341.pdf](http://www.tjjd.texas.gov/publications/Standards/Chapter_341.pdf)

# EDI Data Audits

- TJJD Research and Planning Department audits EDI data submitted by the juvenile probation departmental for data entry errors and consistency checks
  - Comprehensive Data Audit (CDA) – once a year
  - Funding Source Audit (FSA) – twice a year

# Scenarios: Common EDI Data Entry Errors

- After Jocelyn reads each scenario, raise the response card with the letter corresponding the multiple choice option you think best answers the question.
- Then we will review best practice data entry tips for each scenario.





# Scenario #1

○ SCENARIO: The juvenile's name is J.K. Rowling.

What do you enter as the juvenile's Middle Name?

- A. Leave Middle Name data field blank
- B. K.
- C. Unknown



# Best Practice Data Entry Tips

- These tips apply to the child's name data fields
  - **DO NOT** enter suffix (e.g. "Jr.", "Sr.", "II", "III") within the child's First Name, Middle Name, or Last Name data fields
  - **DO NOT** enter "NMN", "NMI", "MNU", or "Unknown" as the child's Middle Name
  - **DO** leave the Middle Name data field blank if the child does not have a middle name
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #2

- SCENARIO: Your department receives paperwork alleging an offense, but the paperwork is missing the juvenile's Texas Department of Public Safety (DPS) State Identification (SID) Number.

What do you enter as the juvenile's DPS SID #?

- A. Make something up to act as a placeholder
- B. Enter the juvenile's Social Security Number (SSN)
- C. Follow up with an appropriate source, then enter the verified number



Think, think, think.

# Best Practice Data Entry Tips

- These tips apply to all important numbers associated with a child (e.g. DPS SID #, SSN, TSDS #)
  - **DO NOT** make something up to act as a placeholder
  - **DO NOT** use these numbers interchangeably
  - **DO** follow-up with appropriate sources to ensure you have the correct information for the child
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #3

- SCENARIO: At intake, the juvenile's parent tells you they know their kid is crazy even if a doctor says he isn't, and you need to fix him. Your staff psychologist assesses the juvenile, tells you that he does not have any overt psychological symptoms, and identifies no diagnosis.

What do you enter as the juvenile's Mental Health Needs?

- A. Yes
- B. No
- C. Unknown



# Best Practice Data Entry Tips

- These tips apply to the child's Mental Health Needs data field
  - **DO** enter the child's Mental Health Needs
    - Required for all Formal and Paper Formalized Referrals
  - **DO** review the [Mental Health Needs Definition document](#)
    - Enter "Yes" if the child meets one or more of the mental health needs criteria
    - Enter "No" if the child does not or has never met any of the mental health needs criteria
    - Enter "Unknown" *only* if enough information does not exist to make an informed decision
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #4

- SCENARIO: At intake, the juvenile claims that she has been diagnosed with Major Depressive Disorder, and states that she is thinking about ending her life so she won't be a burden on her mother anymore.

What do you enter as the juvenile's Mental Health Needs Indicator?

- A. Current Suicide Attempt or Ideation
- B. Current Diagnosis
- C. Leave data field blank



# Best Practice Data Entry Tips

- These tips apply to the child's Mental Health Needs Indicator and Mental Health Needs Source data fields
- **DO** enter the child's Mental Health Needs Indicator and Source data fields if Mental Health Needs is "Yes"
- **DO** update the Mental Health Needs Indicator and Source to reflect the child's current state of mental well-being
- **REMINDER:** Enter all data accurately and in a timely manner



# Scenario #5

- SCENARIO: A child is participating in a TJJD Grant S funded prevention and intervention program.

What referral type do you create for the child?

- A. Create a Prevention Intervention (PI) referral
- B. Create an Other Administrative (OA) referral
- C. Do not create a referral



# Best Practice Data Entry Tips

- These tips apply to data entry on a child participating in a TJJD Grant S or Grant T funded prevention and intervention program
  - **DO** create a Prevention Intervention (PI) referral
  - **DO** create a Prevention Intervention Program record
  - **DO** select the appropriate funding source (Grant S or Grant T) on the Program record
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #6

- SCENARIO: A juvenile in detention leaves the facility to attend a hearing and returns to the same facility 5 hours later.

How do you record that the juvenile left detention?

- A. Close the detention record with the date and time the juvenile left the facility, and create a second detention record with the date and time the juvenile returned to the facility
- B. Overwrite the date and time detained in the initial detention record when the juvenile returns to the facility
- C. Do nothing – Leave the detention record open



# Best Practice Data Entry Tips

- These tips apply to the juvenile's detention record when s/he leaves the facility to attend a hearing or medical appointment
  - **DO NOT** create a second detention record when the juvenile returns to the same detention facility
  - **DO NOT** overwrite dates and times in the initial detention record
  - **DO** leave the initial detention record open
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #7

- SCENARIO: A juvenile successfully completes the conditions of his deferred prosecution agreement.

How do you record this data in your case management system?

- A. Close the deferred supervision record with Completed outcome
- B. Add dropped/dismissed as the subsequent disposition on the original referral
- C. Overwrite the deferred prosecution disposition with a dropped/dismissed disposition on the original referral



# Best Practice Data Entry Tips

- These tips apply to data entry when a juvenile successfully completes the conditions of his deferred prosecution agreement.
- **DO NOT** overwrite the deferred prosecution disposition
- **DO NOT** add dropped/dismitted as the subsequent disposition on the original referral
- **DO** close the deferred supervision record with Completed outcome
- **REMINDER:** Enter all data accurately and in a timely manner



# Scenario #8

- SCENARIO: A juvenile fails to comply with her deferred prosecution agreement, is taken to court, and receives an adjudication to probation.



How do you record the adjudication?

- A. Overwrite the deferred prosecution disposition with the Adjudicated to Probation disposition on the original referral
- B. Add Adjudicated to Probation as the subsequent disposition on the original referral
- C. Create a new referral for the deferred violation and enter the Adjudicated to Probation as the disposition on this new referral

# Best Practice Data Entry Tips

- These tips apply to data entry when a juvenile fails to comply with her deferred prosecution agreement, is taken to court, and receives an adjudication to probation.
  - **DO NOT** overwrite the existing deferred prosecution disposition
  - **DO NOT** create a new referral for the deferred violation and enter the Adjudicated to Probation as the disposition on this new referral
  - **DO** add Adjudicated to Probation as the subsequent disposition on the original referral
  - **DO** close the deferred supervision record with Failure to Comply outcome, and create a probation supervision record
- **REMINDER:** Enter all data accurately and in a timely manner



# Scenario #9

- SCENARIO: A juvenile on probation violates the conditions of his supervision and has his probation modified.

How do you record the modification?

- A. Create a new referral for the violation and enter the disposition of Modified Probation on this new referral
- B. Add Modified Probation as the subsequent disposition on the original referral
- C. Overwrite the existing probation disposition on the original referral



# Best Practice Data Entry Tips

- These tips apply to data entry when a juvenile on probation violates the terms of his supervision and has his probation modified.
  - **DO NOT** overwrite the existing probation disposition
  - **DO NOT** add Modified Probation as the subsequent disposition on the original referral
  - **DO** create a new referral for the violation and enter the disposition of Modified Probation on this new referral
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #10

- SCENARIO: On 9/18/2018, a juvenile receives an adult certification for an AGG ROBBERY referral and a BURGLARY OF HABITATION referral.

How do you record the referral dispositions?

- A. Enter Transferred with No Disposition for the AGG ROBBERY referral and the BURGLARY OF HABITATION referral
- B. Enter Certified as an Adult for the AGG ROBBERY referral and the BURGLARY OF HABITATION referral
- C. Enter Certified as an Adult for the AGG ROBBERY referral, and enter Consolidated and Disposed with Another Case for the BURGLARY OF HABITATION referral



# Best Practice Data Entry Tips

- These tips apply to data entry when a juvenile receives an adult certification (or TJJD Commitment) for multiple referrals disposed on the same date.
  - **DO NOT** enter Transferred with No Disposition
  - **DO NOT** enter Certified as an Adult (or TJJD Commitment) on all referrals
  - **DO** enter Certified as an Adult (or TJJD Commitment) on the referral for the most serious offense, and consolidate other referral(s) disposed on the same date
- **REMINDER:** Enter all data accurately and in a timely manner

# Scenario #11

- SCENARIO: A juvenile violates his determinate sentence probation supervision with a misdemeanor offense, and is committed to TJJD.



How do you record the offense, referral, and disposition data?

- A. Create a new referral (misdemeanor offense as primary at intake and primary at disposition) and enter a disposition of Determinate Sentence Commitment to TJJD
- B. Create a new referral (misdemeanor offense as primary at intake; Viol of Court Order (Det Sent Prob) – New Offense as primary at disposition) and enter a disposition of Determinate Sentence Commitment to TJJD
- C. Do not enter a new offense. Create a subsequent disposition of Determinate Sentence Commitment to TJJD on the original referral

# Best Practice Data Entry Tips

- These tips apply to data on a juvenile who violates probation with a misdemeanor (or CINS) offense and is disposed to TJJD Commitment
  - **DO NOT** create a subsequent disposition of TJJD commitment on the original referral
  - **DO NOT** create a new referral (misdemeanor/CINS offense as primary at intake and primary at disposition) and enter a disposition of TJJD commitment
  - **DO** create a new referral (misdemeanor/CINS offense as primary at intake; violation of court order as primary at disposition) and enter a disposition of TJJD commitment
  - **DO** use the correct violation of court order offense for the TJJD commitment disposition
  - **DO** close out the probation supervision with “TJJD Commitment” outcome
- **REMINDER:** Enter all data accurately and in a timely manner



# Scenario #12

- SCENARIO: A juvenile commits an offense while in a TJJD facility, is brought to court, receives a disposition of TJJD, and is returned to the TJJD facility?

How do you record the referral and disposition data?

- A. Create a formal referral with an Indeterminate Commitment to TJJD disposition
- B. Create a formal referral with an SPU Commitment Sentence to TJJD disposition
- C. Don't enter any referral or disposition data since this is a TJJD matter



# Best Practice Data Entry Tips

- These tips apply to data on a juvenile who commits an offense while in a TJJD facility, is brought to court, receives a disposition of TJJD, and is returned to the TJJD facility
- **DO NOT** create a formal referral with a disposition of Indeterminate or Determinate Commitment to TJJD
- **DO** create a formal referral with a disposition of SPU Commitment Sentence to TJJD
- **REMINDER:** Enter all data accurately and in a timely manner



# More Best Practice Data Entry Tips

1. Double check all entered data before saving
2. Follow up with appropriate sources if you do not know the correct information
3. Set guidelines for timely data entry
4. Submit the extract no later than the 10<sup>th</sup> of each month

# More Best Practice Data Entry Tips

5. Use the Comprehensive Folder Edit (CFE) and Monthly Extract Report to minimize errors
6. Create data entry instructions for repeat tasks
7. Set data entry requirements based on the Comprehensive Data Audit (CDA) and Funding Source Audit (FSA) checks
8. Use data entry handouts and training webinars on [JCMS website](#)

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**GOOD, BETTER, BEST. NEVER LET IT REST.  
UNTIL YOUR GOOD IS BETTER AND  
YOUR BETTER IS BEST.**

# Contact Information

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